



December 2008

# SCHOOL FINANCE UPDATE

*A Monthly Newsletter Published by the School Finance Division*

Linda McCulloch, State Superintendent  
Montana Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

Phone (406) 444-3024  
FAX (406) 444-0509  
<http://www.opi.mt.gov>



This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward it to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

## **FY2009 Individual Transportation Contract Rates Available Online**

The Daily Rates Report for Individual Transportation Contracts (TR-4) is available in the Pupil Transportation System. Please print and review the report to ensure all TR-4 forms are entered in the system and the calculated rates are accurate.

**OPI Contact:** Maxine Mougeot [mmougeot@mt.gov](mailto:mmougeot@mt.gov) or (406) 444-3096

## **FY2009 2nd Semester Bus Inspections**

Pre-filled bus inspection forms (TR-13) for the second semester may be printed from the transportation system. Buses must pass inspection for the second semester by January 31, 2009 in order to be eligible for full funding for the second semester. Please schedule inspections early to allow time for re-inspection by January 31, if necessary.

**OPI Contact:** Maxine Mougeot [mmougeot@mt.gov](mailto:mmougeot@mt.gov) or (406) 444-3096

## **Please Review Quality Educator (QE) Report**

Please review your district's staff assignments that will be used for the FY2010 Quality Educator payment. A report is available on the OPI website for each school district and special education cooperative to review its personnel assignments at <http://data.opi.mt.gov/QualityEdFte/Default.aspx>.

We ask that you pay special attention to the last section of the report where the assignments that are not included in the Quality Educator payment are listed. An assignment is ineligible for the Quality Educator payment either because it does not require a license or the employee did not hold a valid educator or professional license as of December 1, 2008.

Any corrections to your district information must be reported to OPI in writing (mail, fax, or e-mail) by **Friday, January 16, 2009**. If approved, these changes will be reflected on the FY2010 general fund preliminary budget data sheets that OPI will post to the website by March 1, 2009. Send your corrections with a brief explanation to Karen Crogan in the OPI Accreditation Division as soon as possible, but not later than January 16, 2009.

**OPI Contact:** Karen Crogan (406) 444-2410 or [kcrogan@mt.gov](mailto:kcrogan@mt.gov).

## **FY2008 Career & Technical Education (CTE) Expenditures**

One of the factors used to calculate the distribution of state CTE funds is CTE expenditures reported on the Trustees Financial Summary (TFS). Expenditures reported in the General Fund (01) with program code 39X and object codes 3XX– 8XX are used in the distribution formula.

FY2008 TFS expenditure data affects the FY2010 distribution of state CTE funds. School districts that receive state CTE funds are encouraged to review their FY2008 TFS report to ensure CTE expenditures are accurate.

**OPI Contact:** Rebecca Phillips [rphillips2@mt.gov](mailto:rphillips2@mt.gov) or (406) 444-0783

**Spend OTO  
Weatherization &  
Deferred  
Maintenance  
Funds by June  
30, 2009!**

School districts have until June 30, 2009 to spend the One-Time-Only Weatherization and Deferred Maintenance (OTOWDM) payment received in August 2007. Any unexpended balance must be reverted to the state general fund. Reversion will be based on Trustees Financial Summary expenditures reported in the Miscellaneous Programs Fund (15) with expenditure program code 364 for FY2007, FY2008 and FY2009. Please check to assure all OTOWDM expenditures are coded to expenditure program code 364.

**OPI Contact:** Rebecca Phillips [rphillips2@mt.gov](mailto:rphillips2@mt.gov) or (406) 444-0783

**FY2008 Trustees  
Financial  
Summary  
Changes are Due  
December 10**

OPI encourages school districts and cooperatives to submit material changes to the FY2008 Trustees Financial Summary (TFS) no later than December 10, 2008. A.R.M. 10.10.504(6) limits revisions to: a) coding revisions between revenue and expenditure line items providing no change occurs in the fund balance of the budgeted funds; and b) revisions in the balance sheet accounts provided no change occurs in the fund balance of the budgeted funds.

Revisions to the FY2008 TFS should be submitted to Rebecca Phillips in the School Finance Division by following these procedures:

1. Photocopy the original TFS with amounts to be revised crossed out and the correct amount written above it.
2. When sending balance sheet account revisions, please also send any expenditure and revenue line item changes that correlate with such changes. That is, the fund balance on the balance sheet should equal the ending fund balance shown on the statement of revenues, expenditures and changes in fund balance report after the revisions are made.

TFS revisions may be faxed to (406) 444-0509 or mailed to Rebecca Phillips, P.O. Box 202501, Helena, MT 59620-2501. Please submit revisions by December 10 so that questions or problems related to processing the changes can be addressed before school districts are closed for the holiday break. In compliance with A.R.M. 10.10.504(5), OPI cannot consider revisions to the FY2008 TFS received after December 20, 2008 when calculating amounts used for special education reversion or for federal maintenance of effort requirements.

Note that immaterial line item coding changes or changes that affect fund balance in the budgeted funds for FY2008 must be reported as prior period adjustments in the TFS for the current year (FY2009). The district may need to adopt a budget amendment in the current year to record the prior period adjustment within the budget of a fund.

**OPI Contact:** Rebecca Phillips, (406) 444-0783 or [rphillips2@mt.gov](mailto:rphillips2@mt.gov).

**2009 School  
Election  
Calendar**

The 2009 School Election Calendar is posted on the OPI website at:  
<http://www.opi.mt.gov/PUB/PDF/SchoolFinance/forms/09ElectionCalendar.pdf>.

**OPI contact:** Adam Anfinson (406) 444-4524 or [aanfinson@mt.gov](mailto:aanfinson@mt.gov)

**Contract Soon  
for FY2008  
Audits**

If you haven't already done so, please contact your auditor soon to arrange an audit of FY2008. School districts that spent more than \$500,000 of Federal assistance last year, including USDA commodities, must submit an "A-133" (aka "Federal") audit report for FY2008 to OPI by March 31, 2009.

Districts that spent less than \$500,000 of Federal assistance and had \$500,000 of total revenues in all funds combined must have a "regular" audit and submit a report to OPI within one year of the close of the fiscal year (i.e., FY2008 audits are due to OPI by June 30, 2009). Very small districts with less than \$500,000 of total revenues in all funds combined must have an audit "review" every four years upon OPI request.

**OPI Contact:** Rebecca Phillips at (406) 444-0783 or [rphillips2@mt.gov](mailto:rphillips2@mt.gov)

## Summary of Verification Form

The Summary of Verification form for free and reduced-price school meal applications is due to the School Nutrition Programs office by December 15, 2008

**OPI Contact:** Teresa Motlas, (406) 444-2501 or [tmotlas@mt.gov](mailto:tmotlas@mt.gov).

## Useful Links

State Entitlement Payments to Schools:

<http://www.opi.mt.gov/PUB/School%20Finance/Payments/>

School Accounting: <http://www.opi.mt.gov/SchoolFinance/Acct2.html>

Forms and Publications: <http://www.opi.mt.gov/SchoolFinance/Forms2.html>

Pupil Transportation: <http://www.opi.mt.gov/PupilTransport/index.html>

Enrollment and ANB: <http://www.opi.mt.gov/SchoolFinance/Enrollment2.html>

Tuition: <http://www.opi.mt.gov/SchoolFinance/Tuition2.html>

Audit Information: <http://www.opi.mt.gov/SchoolFinance/Audit2.html>

School Finance Calendar: <http://www.opi.mt.gov/calendar/calendar.php?calendar=2>

## School Finance Division Staff

Nica Carte [ncarte@mt.gov](mailto:ncarte@mt.gov)

Janelle Graybeal [jgraybeal@mt.gov](mailto:jgraybeal@mt.gov)

Rebecca Phillips [rphillips2@mt.gov](mailto:rphillips2@mt.gov)

Paul Taylor [ptaylor2@mt.gov](mailto:ptaylor2@mt.gov)

Adam Anfinson [aanfinson@mt.gov](mailto:aanfinson@mt.gov)

Kathleen Wanner [kwanner@mt.gov](mailto:kwanner@mt.gov)

Denise Ulberg [dulberg@mt.gov](mailto:dulberg@mt.gov)

Donell Rosenthal [drosenthal@mt.gov](mailto:drosenthal@mt.gov)

Maxine Mougeot [mmougeot@mt.gov](mailto:mmougeot@mt.gov)



Twas the night before Christmas in all of the School Finance Division, not a paper was shifting, not even a person stirring.

All was quiet, for Christmas is here, we also must take a day to enjoy good cheer. So we in School Finance will say; we wish you all good cheer as well and a Happy Holiday!

Have a Very  
Merry Christmas  
Holiday ☺



From your friends in the  
School Finance Division!